

**Maryland Energy Administration
Administrative Assistant
Job Description**

Join the Maryland Energy Administration (MEA) as we transform energy in the State of Maryland. With the passage of EmPOWER Maryland and the creation of the Strategic Energy Investment Fund, you will have an unprecedented opportunity to work on the development and execution of new and existing energy programs. We are looking for the best and the brightest to join the team that is quickly making Maryland one of the nation's leaders in energy.

Responsibilities:

The administrative assistant supports the agency in the day-to-day management and coordination of office operations. Responsibilities include but are not limited to:

- full time coverage for the reception desk, greeting and directing persons visiting the agency, preparing conference rooms for meetings;
- administrative and clerical support to multiple persons;
- answer telephone, screening and directing calls;
- prepare formal correspondence and recurring reports;
- create and/or modify documents using Microsoft Office;
- provide data entry support;
- receive and sort mail and deliveries;
- schedule appointments; organize staff meetings, board meetings, etc.

This position will also include other duties as assigned and will report to the Director of Finance and Administration.

Qualifications:

Candidates must have at least 2 years of experience. Energy knowledge is a plus. Position requires the ability to multi-task and efficiently manage conflicting priorities. Applicants must have experience in administrative and clerical procedures and processes; a working knowledge of computers and relevant software applications, and have the ability to create advanced Microsoft Office excel spreadsheets and PowerPoint presentations. Database experience is a plus. Knowledge of customer service principles and practices and excellent written and verbal communications are critical requirements of the position; as is a professional personal presentation.

To Apply: Please send a cover letter, resume, and salary requirements by email, with "Administrative Assistant" in the subject line to **Jobs.MEA@maryland.gov**. Candidates will receive notification of receipt. Only the top candidates will be invited to interview for the position.

Salary: This is a state contractual employee position and does not accrue benefits. Salary is commensurate with experience.